

CHIEF OF PLANNING

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work overseeing processes related to Comprehensive Plan revisions/amendments, applications for land development, including rezoning, subdivision, special exception and site plan review; does related work as required. Work is performed under general supervision. Supervision is exercised over all division staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising land development and comprehensive planning activities; preparing and presenting studies and reports; interpreting ordinances and policies; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees and coordinates daily operations and activities of planning staff; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations; provides technical expertise; prepares and reviews staff reports and other documents; evaluates and updates office policies/procedures; supervises, directs and evaluates assigned staff; counsels, disciplines and completes employee performance appraisals; trains, coaches and mentors staff on County Zoning and Subdivision Ordinance regulations, County codes and policies/procedures and planning practices.
- Oversees case management, evaluation, analysis and processing of land use applications; negotiates with applicants, applicants' representatives, attorneys, engineers, planners and/or developers on land use proposals to help offset development impacts.
- Serves as County's agent for subdivision control; reviews and approves subdivision plats; oversees review of subdivision and final construction plan applications.
- Interprets and enforces provisions of Subdivision Ordinance, other codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates actions to correct violations; acts as County's Subdivision Agent.
- Consults with and advises department director, County officials, Board of Supervisors, Planning Commission, committee members and other officials to review department operations/activities; reviews/resolves problems; recommends actions.
- Provides advice, information and technical assistance to citizens, property owners, land developers, design professionals, staff members, boards/commissions and other governmental agencies regarding Comprehensive Plan review, interpretation and amendments, land development, Zoning Ordinance, Subdivision Ordinance, application procedures, review processes, inspections, code requirements and related issues.
- Serves as the County's Transportation Planner, in conjunction with the County's Transportation Consultant; serves as staff liaison for the Transportation Committee; oversees administrative support of Transportation Committee.
- Oversees and provides staff support for various boards and committees; conducts appropriate research and ensures agenda and related support are adequately prepared; drafts resolutions, amendments, policies and procedures for adoption.
- Oversees and participates the preparation of various reports, studies, correspondence, memoranda, etc.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of urban planning; comprehensive knowledge of economics, sociology, environmental issues and municipal finances as applied to urban planning; comprehensive knowledge of current literature and recent developments in the field of urban planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly and in an interesting manner to lay groups and the public; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with professional colleagues, associates and representatives of other public agencies.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field and extensive experience in professional planning work including considerable supervisory experience. Master's degree preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.